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OFFICE OF THE COMMISSIONER GURDWARA ELECTION, HARYANA
PLOT NO. 9 DHL SQUARE, GROUND FLOOR, SECTOR 22, PANCHKULA

Notification

The 16th November, 2023

No. CGEH/11/2023/295.— In exercise of the powers conferred under sub section (1) of section 13 of the Haryana Sikh Gurdwaras (Managements) Act, 2014 read with rule 11 to 15 of the Haryana Sikh Gurdwaras Management Committee (Delimitation of Wards and Election) Rules, 2023, I, Justice H.S. Bhalla, Commissioner, Gurdwara Elections, Haryana, hereby directs for preparation of preliminary/draft electoral roll, publication of draft electoral roll, presentation of claims and objections, posting of list of claims and objections, disposal of claims and objections and final publication of electoral roll of the Haryana Sikh Gurdwaras Management Committee as per schedule given below:-

Sr. No.	Tentative Schedule for preparation of electoral roll.	Time Period
i.	Preparation of draft electoral roll in Hindi (rule 11).	17.11.2023 to 25.11.2023
ii.	Conversion of electoral roll in Punjabi.	27.11.2023 to 05.12.2023
iii.	Error, if any in Punjabi, will be reported by the concerned Returning Officer.	07.12.2023
iv.	Correction of error in Punjabi by agency.	08.12.2023
iv.	Publication of preliminary/draft electoral roll for inviting claims and objections (rule 11).	09.12.2023
iv.	Last date by which claims and objections may be filed.	25.12.2023
v.	Last date by which the notice by Returning Officer for hearing shall be issued and delivered to the person against whom the objection has been filed {rule 13(2)}.	27.12.2023
vi.	Last date by which the claim and objections shall be disposed of by the Returning Officer {rule 14(3)}.	03.01.2024
vii.	Conversion of data of new additions in Punjabi.	05.01.2024
vii.	Final publication of electoral roll (rule 15).	08.01.2024

2. It is further directed that the draft electoral roll of the Haryana Sikh Gurdwaras Management Committee shall be prepared as per manner given under: -

- i. after completion of work of registration of names for preparation of electoral roll, lists of registered names along application forms will be collected from the all the officials deployed for registration of names;
- ii. data of all applicants those who are registered in the electoral of the Legislative Assembly constituency shall be got verified from electoral roll of the Legislative Assembly;
- iii. Computer Operators along with lists of verified data of the applicants registered in the electoral of the Legislative Assembly constituency and application forms (in original) of all applicants those who are not registered in the electoral roll shall be deputed by the Returning Officers in the office of the District Informatics, NIC of their district for data feeding;
- iv. Computer Operators shall feed the data under the supervision of the District Informatics Officer and strictly according to the software developed by the NIC;
- v. After completion of data feeding of all the applicants a copy of the electoral roll in Hindi shall be printed and checked, if any error found in the printed data, same will be corrected well before 25.11.2023;
- vi. After completion of data feeding and correction thereof, data will be locked by the NIC on 25.11.2023 at 5.00PM, and no changes would be allowed, thereafter.
- vii. After completion of data feeding, correction thereof and locking the data, the same will be sent to private agency engaged by this office for conversion of data in Punjabi language;
- viii. After conversion the data in Punjabi, the same will be provided by the agency engaged by this office on 05.12.2023;
- ix. All entries of the data in Punjabi will be compared with Hindi data with assistance of Punjabi Teachers or Punjabi knowing Govt. officials, if an error comes to notice the same will be reported to the agency on 07.12.2023;
- x. The agency will correct all errors and return data by 08.12.2023;
- xi. Preliminary/draft electoral roll shall be printed well before the day of its publication; and
- xii. If any difficulty comes to the notice while generating the draft electoral roll, Sh. Amit Bansal, District Informatics Officer, Jhajjar (Mob. No.9355805581) may be contacted;

3. It is further directed that preliminary/draft electoral roll shall be hosted on the official website of the district administration on the same day of its publication and a signed copy (by the Returning Officer) of the draft electoral roll shall be retained in the custody of the Deputy Commissioner. The Deputy Commissioner, with a notice, giving the name and designations of the Returning Officer before which, the claims and objections may be filed and period of filing the claims and objections, shall publish the preliminary/draft electoral roll. The draft electoral roll with a notice shall be posted at the office of -

- i. Returning Officer;
- ii. Deputy Commissioner (complete preliminary/draft electoral roll of the ward or part thereof which falls in the district);
- iii. Tehsildar (preliminary/draft electoral roll of the ward which falls in the Tehsil);
- iv. Patwari (part of the preliminary/draft electoral roll of the ward which falls in the Patwari Circle); and
- v. Every notified Sikh Gurdwaras situated in such area as per list given as under: -

Sr. No.	Name of District	No. of Gurdwaras in the Districts	Name of Gurdwaras
1.	Ambala	i.	Gurdwara Sri Manji Sahib, Ambala City.
		ii.	Gurdwara Sri Panjokhra Sahib, Patsahahi 8th, (Ambala).
		iii.	Gurdwara Gobind Singh Sahib, Bhano Kheri, Tehsil Ambala.
		iv.	Gurdwara, Sular, Tehsil Ambala.
		v.	Gurdwara Channi, Tehsil Ambala.
		vi.	Gurdwara Ranike Raipur and Manak Tabra, Tehsil Naraingarh.
		vii.	Gurdwara Dasvin Patshahi, Tehsil Ambala.
		viii.	Gurdwara Mardon, Tehsil Ambala
		ix.	Gurdwara Lakhnaur Sahib, Tehsil Ambala

Sr. No.	Name of District	No. of Gurdwaras in the Districts	Name of Gurdwaras
2.	Fatehabad	i.	Gurdwara Ratia
3.	Jind	i.	Gurdwara Sri Guru Teg Bahadur Sahib, Jind.
		ii.	Gurdwara Sri Guru Teg Bahadur Sahib, Dhamtan Sahib (Jind)
4.	Kaithal	i.	Gurdwara Chhathi Patshahi and Nauvi Patshahi, Cheeka
		ii.	Gurdwara Wadda Navin Patshahi, Patti Kaith Seth
		iii.	Gurdwara Manji Sahib known as Thandar Sahib Patti Dogran, Kaithal
		iv.	Gurdwara Navin Patshahi, Garhi Najeer, Kaithal
5.	Karnal	i.	Gurdwara Manji Sahib, Karnal
		ii.	Gurdwara Navin Patshahi Taraori, Karnal
		iii.	Gurdwara Gudha, Tehsil Indri, Karnal.
		iv.	Gurdwara Dera Andria, Gorgarh, Tehsil Indri, Karnal.
6.	Kurukshetra	i.	Gurdwara Sahib Patshahi 6th , Kurukshetra.
		ii.	Gurdwara Navin Patshahi, Bama, Tehsil Thanesar.
		iii.	Gurdwara Yara, Tehsil Shahbad.
		iv.	Gurdwara Dilli Darwaja Janib Gharbi, Shahbad.
		v.	Gurdwara Mohalla Majri Janib Shamli, Shahbad.
		vi.	Gurdwara Dharamsala, Bakali, Tehsil Ladwa.
		vii.	Gurdwara Dharamsala Khaisa, Tehsil Thanesar.
		viii.	Gurdwara Dayoddni Sahib Navin Patshahi, Dhoge, Tehsil Thanesar.
		ix.	Gurdwara Navin Patshahi Dasvin Patshahi, Pehowa.
		x.	Gurdwara Dasvin Patshahi Siyana Sayda, Tehsil Pehowa
		xi.	Gurdwara Tarbiani Sahib, Karah, Tehsil Pehowa.
		xii.	Gurdwara Navin Patshahi, Ajrana Kalan, Tehsil Shahbad.
		xiii.	Gurdwara Mastgarh, Shahbad
		xiv.	Gurdwara Darwaja ShamalikJanibGarbi, Shahbad.
		xv.	Gurdwara Dharmshala Shri Guru Granth Sahib, Shahbad.
7.	Mohindergarh	i.	Gurdwara Sahib Patshahi Naumi.(Bhore Sahib).
		ii.	Gurdwara Sahib Patshahi Naumi, Narnaul City.
8.	Panchkula	i.	Gurdwara Sri Nada Sahib, Patshahi 10th , Panchkula
		ii.	Dasvin Patshahi Maruf Guruana, Manak Tabra, Tehsil Kalka.
9.	Rohtak	i.	Gurdwara Bangla Sahib
		ii.	Gurdwara Manji Sahib, Lakhanmajra.
10.	Sirsa	i.	Gurdwara Kewal, Tehsil Dabwali.
		ii.	Gurdwara Guru Gobind Singh, Sirsa.
		iii.	Guru Asthan Dabwali.
11.	Yamuna Nagar	i.	Gurdwara Guru Gobind Sahib, Kapal Mochan, Tehsil Jagadhri.
		ii.	Gurdwara Bilaspur, Tehsil Jagadhri.
		iii.	Gurdwara Agampura, Bilaspur, Tehsil Jagadhri.
		iv.	Gurdwara Guru Granth Sahib, Jagadhri.
		v.	Gurdwara Navin Patshahi, Jhinwar Heri
		vi.	Gurdwara Jagadhri (Hanuman Gate)
		vii.	Gurdwara, Sudhal
		viii.	Gurdwara Kapalmochan, Jagadhri

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4. It is further directed that the claim or objection shall -
- i. not relate to more than one person;
 - ii. be in writing;
 - iii. be verified by the claimant or the objector (as the case may be);
 - iv. be presented to the Returning Officer personally by the claimant or objector (as the case may be) or by an agent duly authorized in writing or be sent by post/email; and
 - v. not lodged within the specified period shall not be entertained.
5. It is further directed that-
- i. objection against the inclusion of name of any person or any entry of the electoral roll should be submitted in triplicate mentioning therein the detail of the person or entry and reason of objection against which the objection is made;
 - ii. no person can file objection against the inclusion of name of any person unless the name of the objector is existed in the electoral roll of the said ward;
 - iii. no application for the transfer of a name from the electoral roll of one ward to that of another ward shall be entertained. If any person desired such a transfer, he shall prefer an objection to the inclusion of his name in the former, and a separate claim the registration of his name in the latter roll;
 - iv. Returning Officer shall maintain registers of claims and objections in form 2(annexure "A") and form 3 (Annexure "C") respectively, in which he shall cause to be entered the time of its receipt particulars of every claim or objection received;
 - v. after receipt of an objection by the Returning Officer a copy of the same shall be sent immediately to the person against whom objection has been filed and intimate the date, place and time of hearing to the objector and the person against whom objection has been filed;
 - vi. If any claim or objection filed to the Returning Officer for the ward of which he is not authorized, he shall return same, immediately to the concerned person for presenting it to the appropriate Returning Officer;
 - vii. List of all claims and objections shall be posted by the Returning Officer on notice board of his office showing the date, places and time of hearing the claims objection. It should also be ensured that the notice of hearing and delivery thereof shall not be beyond the date prescribed by this office;
 - viii. Returning Officer, on the date fixed for hearing shall call up the cases in the order to which they are entered in the list. He shall dismiss any case in which the claimant or objector is not present, or is not represented and pass such order in any other case he may deem fit after hearing the parties concerned or their authorized agent and orders of a Returning Officer passed shall be final;
 - ix. Returning Officer, shall ensure to dispose all claims objections within the schedule prescribed above and all decisions taken on claims and objections shall be communicated to the Deputy Commissioner who shall cause to amend the electoral roll to be amended in accordance with the decision taken by the Returning Officer;
 - x. if any clerical error or printing in the electoral roll comes to the notice of Returning Officer the same shall also be communicated to the Deputy Commissioner to correct the same and the Deputy Commissioner before final publication shall also correct the same in the electoral roll before its final publication;
 - xi. after incorporating all the decisions of the Returning Officer, clerical error, typing error, addition and deletion of names the Deputy Commissioner shall reprint and republish the same as a final electoral roll;
 - xii. after final publication of electoral roll shall continue in force for a period of five years when a fresh roll shall be prepared in accordance with these rules, provide that the State Government may, by notification, direct the preparation in accordance with these rules of a fresh roll at any time before the expiry of the said period;
 - xiii. any person whose name is not included in the final electoral roll of any ward may apply to the Returning Officer for the inclusion of his name in that electoral roll;

- xiv. in the case of a ward where the election schedule for the election to elect a member or members and before the completion of the election application for inclusion of name shall be made to the Deputy Commissioner of the district in which the ward is situated, or if the ward extends over more than one district, to the Deputy Commissioner within whose jurisdiction the applicant resides, and in other case it shall be made to the Returning Officer;
 - xv. Deputy Commissioner or the Returning Officer; as the case may be, shall, if satisfied after such notice and such enquiry as he thinks fit that the applicant is entitled to be registered in the electoral roll, direct his name to be included. In case if the applicant is registered in the electoral roll of any other ward, the Deputy Commissioner or the Returning Officer, as the case may be, shall inform the Returning Officer of that ward, and that officer shall, on receipt of the information, strike off the applicant's name from that electoral roll;
 - xvi. application for inclusion of name received after final publication of electoral roll can be entertained, only if, it is submitted to the Returning Officer and the Deputy Commissioner with a non-refundable fee of rupee one hundred and five hundred, respectively;
 - xvii. ten copies of the draft electoral roll and ten copies shall be printed locally on the rates fixed by the Chief Electoral Officer, Haryana for the printing of electoral roll of Legislative Assembly Constituency or on the rates fixed by the State Election Commission, Haryana for the printing of electoral roll of the Panchayati Raj Institutions and Municipal Bodies. If any firm is not agreed to print the electoral roll on the said rates; electoral roll may be printed through the District IT Society;
 - xviii. any person can obtain a copy of the electoral roll from the Returning Officer subject to payment of Rs.10/- per page to be deposited in the office of the Returning Officer;
 - xix. any person may apply in writing to the Returning Officer for the correction of any error in the entry in the roll relating to his name which is a clerical error or a mistake in the entry of any particular which does not affect his right to be entered in the roll, and the Returning Officer may at any time make or cause to be made such correction in the roll as he may deem necessary.
6. It is further directed that as provision made in clause (j) of section 2 of the Haryana Sikh Gurdwaras (Management) Act, 2014, if any question arises as whether any person is or is not a Sikh, he shall be deemed respectively to be or not to be Sikh accordingly as he makes or refuses to make in the manner, as may be prescribed, the following declaration: -
- “I solemnly affirm that I am a Khehsadhari Sikh, that I believe in and follow the teachings of Sri Guru Granth Sahib and ten Gurus only, and that I have no other religion.”
7. It is further directed that for the purpose of setting up of polling booth/station-
- i. electoral shall be prepared part wise;
 - ii. each part of the electoral roll shall be called as polling booth/station and its name along with area shall be published fifteen days before the poll;
 - iii. part No. in the electoral roll of the complete ward shall be allotted continuously;
 - iv. part No. in the electoral roll of wards falls in more than one district shall be allotted after discussion with the concerned Returning Officer (appointed for the conduct of election);
 - v. each polling booth may be setup maximum up to one thousand votes;
 - vi. if there are more than one thousand votes on any location two polling booth shall be set up;
 - vii. polling booth may be set up minimum up to two hundred votes;
 - viii. if in any Sub Division votes are less than two hundred, one polling booth may be set up for the voters of two or more Sub Divisions in the district, concerned; and
 - ix. at least one polling booth shall be setup at appropriate place in the district without taking into consideration the No. of votes.
8. It is further directed that ward wise detail of male and female electors shall be sent to this office on the date of preliminary/draft publication and final publication of electoral roll.

Annexure-A**FORM 2***[seerule12(5)]***Gurdwara Committee Electoral Roll**District _____
_____ Ward**Register of Claims for Registration Tehsil**

Sr. No.	Thana and village	Name, Father's age and occupation of claimant	Date of presentation of claim to authority to whom it is presented with initials of such authority	Date of decision with note as to presence of parties	Decision		Signature of Revising Authority	Signature of official by whom effect was given to the decision of the Revising Authority and date.
	Town and Ward in which registration is claimed				Admitted	Rejected		
1	2	3	4	5	6	7	8	9

Annexure- B**FORM 3***[seerule12(5)]***Gurdwara Committee Electoral Roll**District _____
_____ Ward**Register of Claims for Registration Tehsil**

Sr. No.	Person objected to be Registered			Name, and description and number of objector on roll	Date of presentation of objection to authority to whom it is presented with initials of such authority	Name of process server by whom duplicate sent to be served on person objected to and date	Abstract of process server's report and date	Date of decision with note as to presence of parties	Decision		Signature of Revising Authority	Signature of officer by whom effect was given to the decision of the Revising Authority and date.
	Thana and village in town and ward	under name	with number on roll						Admitted	Rejected		
1	2	3	4	5	6	7	8	9	10	11	12	13

JUSTICE H.S.BHALLA,
Commissioner, Gurdwara Elections, Haryana.